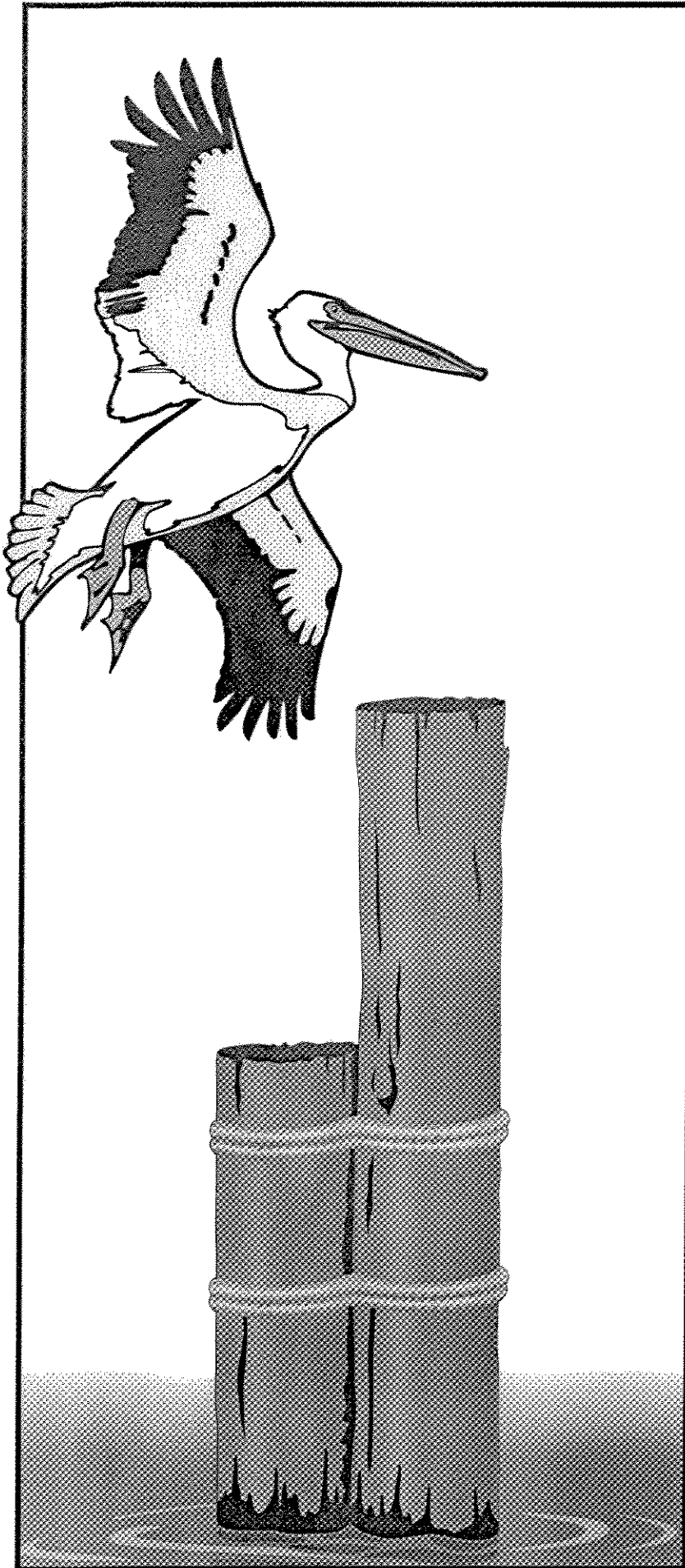


Class I Permit Application

*For Coastal Construction
and Mangrove Trimming
within Miami-Dade County*



**Department of Environmental
Resources Management
33 SW 2nd Avenue Ste #400
Miami, FL 33130**



Revised January 1, 2006

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INTRODUCTION

Coastal areas contain unique and valuable natural resources that are important to the environment, the quality of life and the economic well-being of Miami-Dade County. Competing demands on these resources must be managed in order to ensure the preservation of their ecological, commercial and recreational values.

Coastal resources in Miami-Dade County include diverse communities such as seagrass beds, mangrove forests and fringes, and coral and sponge hard bottom communities. These communities provide important habitat and nursery area for South Florida's commercial and recreational fisheries. These ecological communities also assist in the maintenance of water quality in Biscayne Bay and its adjacent tributaries by providing biological filtering of stormwater runoff from upland areas, and by slowing currents and trapping sediments to reduce erosion and increase water clarity.

Mangroves communities along the coastal areas of Biscayne Bay stabilize bottom sediments and protect shorelines from erosion and storm surge. Forest and fringe communities provide protection from storm surge and can potentially reduce damage to upland areas from hurricanes. Mangrove trees provide nesting and roosting habitat for many resident and migrating birds in the tree tops in addition to providing shelter and a safe nursery to growing marine life. Mangrove leaves are also a large component of the near shore food web.

Seagrass beds are a prominent feature of Biscayne Bay. Seagrasses are flowering plants that, because of their need for sunlight, live in relatively shallow water. Seagrasses are important to the overall environment for several reasons. In addition to maintaining water clarity and stabilizing bottom sediment, seagrasses provide oxygen that is necessary for animal life. Seagrass beds also provide nursery habitat and feeding grounds for all kinds of sea life. Some organisms live attached to seagrass blades while others live in their root systems, and these organisms provide food for larger fish and birds.

Hard bottom refers to those areas which have less than an inch of sediment on the underlying limestone. Soft corals like sea fans and corky sea fingers are common in hard bottom communities as well as sponges like the loggerhead sponge and the vase sponge. Hard bottom communities are home to numerous kinds of aquatic life, especially juvenile lobster and fish which use these areas as refuge as they migrate to the outer reefs. These areas are especially important in providing food to endangered sea turtles which thrive on sponges.

Human activities in the coastal areas of Miami-Dade County affect the coastal resources. Section 24-48 of the Code of Miami-Dade County provides for the protection of these resources by requiring that a Class I permit be obtained for all work in, on, over, or upon the tidal waters or coastal wetlands of Miami-Dade County, including those areas within municipalities.

Additional permits may be required for certain projects. The U.S. Army Corps of Engineers (USACE), the State of Florida Department of Environmental Protection (FDEP), and the South Florida Water Management District (SFWMD) require that permits be obtained for certain activities within Miami-Dade County's coastal areas. A list of the addresses and phone numbers of these agencies is included in this package.

COMMON QUESTIONS

What is DERM?

The Department of Environmental Resources Management (DERM) was created by the Miami-Dade County Board of County Commissioners (BCC) in 1974 in order to regulate and manage activities affecting South Florida's fragile environment. The department administers pollution control and resource protection programs as well as resource enhancement, restoration and remediation programs.

What is a Class I Permit for?

Section 24-48 of the Miami-Dade County Code requires that a Miami-Dade County Class I Permit be obtained prior to performing any work in, on, over or upon tidal waters or coastal wetlands in all of Miami-Dade County including all of the municipalities located within the county. This permitting requirement applies to most work with the exception of a few specific types of minor projects listed on page 4 of this package. A Class I Permit is also required for most mangrove trimming, alteration or removal.

What other permits are needed before I can start work?

The following is a list of other agencies that may have jurisdiction over these projects. Please be advised that their involvement will depend upon the location, nature, type and size of the project. Please refer to the enclosed list of permitting contacts for names, addresses and telephone numbers:

2. Local Municipality (structural, zoning, building)
3. Miami-Dade County Building Department (if located in unincorporated Miami-Dade County)
4. South Florida Water Management District (SFWMD)
5. Florida Department of Environmental Protection (DEP),
6. U.S. Army Corps of Engineers (ACOE)

What is a short form project?

A short form project is typically a small project (such as a dock at a single family residence) in which DERM has the administrative authority to review and approve the proposed work without a public hearing. Although most single family residential projects require short form applications, a short form application may be elevated to the standard form process if a written objection to the project is received by DERM.

What is a standard form project?

A standard form project is typically a large project (such as a marina or a project involving dredging or filling) which requires approval from the BCC at a public hearing. Owners of all riparian or wetland property within 300 feet of the proposed work are notified by mail prior to the hearing. Based on a review of the proposed work, DERM makes a recommendation to the BCC, which in turn decides at the hearing to approve, approve with modifications or deny the project.

How long does it take to process an application?

Although the processing time may vary from project to project due to design, site conditions or project complexity, short form applications typically take from 3 to 5 weeks to process while standard form applications may take from 10 weeks to over a year.

What is a biological assessment for?

In order to assess the environmental impacts of a proposed project, DERM performs a biological assessment at and adjacent to the property as part of the application review process. Property owners can also request that a biological assessment and/or a delineation of jurisdictional wetlands be performed for planning purposes without applying for a permit.

How much are the permitting fees?

The application and permit fees are based on the cost of construction in all cases except for those limited to mangrove trimming or alteration, which are based on area of proposed for trimming. Please refer to the enclosed fee schedule.

How long is the permit valid?

Most short form permits are valid for 2 years from the date of issuance, while mangrove trimming permits and most standard form permits are valid for 3 years from the date of issuance. If additional time is necessary to perform the work authorized by a Class I Permit, it may be extended in 2 or 3 year increments provided the total time period of the extensions granted does not exceed 10 years.

What are DERM's objectives?

The main objective when reviewing Class I applications is to determine whether the proposed project has been designed to avoid and/or minimize environmental, aesthetic, and navigational impacts. For example, this may involve an assessment of the potential impacts to water quality or to plants and animals, as well as additional evaluation factors outlined in the Miami-Dade County Code.

What is a D-5 boundary?

The D-5 boundary is a theoretical boundary waterward of a property, the intent of which is to protect your neighbor's visual and physical access to the water. The boundary waterward of a single family residence (known as the "D-5 Triangle") is generally triangular in shape, while the boundary waterward of a commercial or non-single family property is generally rectangular. Please refer to the enclosed diagrams on page 10 of this package.

What if the project extends beyond the D-5 boundary?

Projects should be designed to be located within this boundary if at all possible. If, however, the project must extend beyond the D-5 boundary(ies), a letter(s) of consent from the adjacent property owner(s) will be necessary.

What is mitigation?

In cases where all impacts have been avoided and/or minimized to the greatest extent possible, any unavoidable impacts still remaining will need to be compensated for through mitigation. Types and amounts of mitigation will vary according to the project and the site, but typically mitigation involves wetland creation/restoration or enhancement.

Why do I need submerged lands approval?

In order to build a structure on or over someone else's land you need to get their approval, regardless of whether the land is above or below the water. Most submerged lands in Biscayne and Dumfounding Bays and their natural tributaries including the Miami River, Little River, Oleta River and Arch Creek are owned by the State of Florida, and proprietary approval from Florida DEP is generally necessary prior to the issuance of a Class I permit.

DERM has been delegated the authority on behalf of the Florida DEP to grant consent for the use of these submerged lands if the project is consistent with certain standards. During the application review process, DERM will review the project to determine if proprietary authorization may be granted by DERM or if it will be necessary for the applicant to apply to the FDEP for proprietary authorization.

Do I need a Class I Permit to trim mangroves?

Most mangrove trimming or alteration projects within Miami-Dade County require a Class I Permit. However, some minor trimming projects do not require permits from DERM or the Florida DEP. The Florida Legislature enacted the 1996 Mangrove Trimming & Preservation Act in sections 403.9321 –403.9334 of the Florida Statutes. This law regulates the trimming and alteration of mangroves statewide. However, DERM has been delegated the authority on behalf of the Florida DEP to regulate these activities. DERM reviews proposed mangrove trimming projects on a case by case basis to determine if a permit is required or if trimming may be performed pursuant to the state permitting exemptions contained in the 1996 Mangrove Trimming & Preservation Act. This determination is based on the specific characteristics of the proposed work, such as:

- ownership of the property on either side of the mean high waterline where the trimming is proposed;
- the size of the mangrove fringe (width and length), the height of the mangrove tree(s), and type of tree to be trimmed;
- objective or purpose for the proposed mangrove trimming work;
- whether there have been any mangrove violations on or adjacent to the property;
- whether mangroves have ever been planted on or adjacent to the property;
- whether mangroves are located within a mitigation or mangrove protection area, or a conservation easement;
- whether mangroves are part of a Coastal Band Community;
- the type of trimming or alteration that is proposed; and,
- who will do the trimming.

Extensive trimming or alteration of mangroves, such as hedging or top pruning or uplifting and windowing (depending on the percentage of mangrove canopy proposed for removal), may require mitigation and/or preparation of plans by a licensed landscape architect. Before beginning any work with mangroves, contact DERM for a courtesy review of the proposed work to determine if a Class I permit is required.

Does the Miami-Dade County Manatee Protection Plan restrict the construction of power boat slips?

The number of slips at a single family detached residence is not restricted under the plan. However, for multi-family or commercial development, the plan identifies certain areas where expansion of existing facilities or construction of new powerboat slips is restricted, generally on the western shoreline of Biscayne Bay and its tidal tributaries. The plan also identifies other areas where permitting of new or expanded powerboat docking facilities may be expedited with regard to manatees because little or no impact to manatees or their habitat is expected to occur.

EXEMPT PROJECTS

The following is a list of projects that are exempt from a Class I Permit. Please be advised that an inspection by DERM may be required to verify that the project qualifies for and/or is performed in accordance with the applicable exemption.

1. The trimming, cutting or alteration of a mangrove tree(s) for the exclusive purpose of conducting a land survey, provided that the area of mangroves affected by the survey line is less than three (3) feet wide and said survey is conducted by a licensed land surveyor.
2. The placement of natural limerock boulder riprap waterward of an existing seawall or unconsolidated shoreline, provided that the riprap is placed on a slope no steeper than 2:1 (horizontal to vertical), it does not extend more than 10 feet waterward of the mean high water line and that a DERM inspection conducted prior to its placement reveals that no adverse impacts will result.
3. The placement of sand-cement riprap bags at the toe of an existing seawall, provided the bags do not extend more than two (2) feet waterward of the seawall.
4. The repair or replacement of decking or handrails on an existing dock or pier(excluding support structures such as joists and stringers), limited to their original dimensions.
5. The repair or replacement of tieback systems for an existing seawall, provided that DERM verifies that the plans meet accepted standards for professional engineering design.
6. The sealing of cracks, excluding resurfacing of the face, of an existing seawall or cap.
7. The removal of old unused, rotted or dilapidated docks, piers and mooring or fender piles.
8. The replacement of mooring piles in the same exact location as they presently exist, provided that the following criteria are adhered to:
 - a) The mooring piles to be replaced do not protrude more than twenty-five (25) percent of the width of the waterway.
 - b) The work will be performed by a contractor holding an applicable certificate of competency.
 - c) The contractor contacts DERM within twenty-four (24) hours of performing the work with information on the location and the number of mooring piles to be replaced.
9. Any work involving marine hardware necessary to protect, secure or access vessels including fenders, cleats, chocks, mooring whips, bits and ladders. This does not apply to work involving fender piles, provided such work is not prohibited by a DERM permit or a restrictive covenant.
10. Any work involving permanent uncovered benches, tables or storage boxes (not exceeding thirty-six (36) inches in height) on docks and piers.
11. The placement of concrete jackets or other forms of protection on existing dock (excluding structural repairs), mooring or fender piles.

SHORT AND STANDARD FORM PROJECTS

In most cases, the following may be reviewed as short form projects. If, upon application, DERM determines that the project qualifies as an exempt or a standard form project, you or your agent will be notified. Please be advised that any projects that are not specifically listed as an exempt or a short form project will be reviewed as a standard form project.

1. The construction, repair or replacement of seawalls or bulkheads at the mean high water line or at their existing location.
2. The construction, repair or replacement of fixed or floating docks and associated tie-up facilities.
3. The installation or replacement of fender piles or mooring piles and buoys, provided they do not qualify for an exemption.
4. Maintenance dredging where the dredged material is to be deposited on a self-contained upland site.
5. The installation of davits.
6. The installation of a boat elevator or boat lift.
7. The installation, repair or replacement of a subaqueous cable or pipeline crossing requiring the dredging and backfilling of ten thousand (10,000) cubic yards or less of material.
8. The installation of aids to navigation.
9. The installation, repair or replacement of bridge fender systems.
10. The repair or replacement of a bridge to its original dimensions or less.
11. The construction or placement of artificial reefs.
12. The repair or replacement of wave baffles at their original location and dimensions.
13. The trimming, cutting or alteration of a mangrove tree(s) which is (are) not part of a coastal band community.
14. The installation, repair or replacement of elevated boardwalks.

APPLYING FOR A BIOLOGICAL ASSESSMENT

The following is a list of items necessary for DERM to process a request for a biological assessment and/or jurisdictional wetland determination. If you have any additional questions, please contact the Coastal Permitting Program at (305) 372-6575.

LETTER OF REQUEST: The letter of request must include authorization by the current property owner for the assessment and/or jurisdictional wetland determination, a legal description and street address of the property and an accurate description and drawing (if available) of the project(s) for which approval is being sought.

APPLICATION FEE: The applicable application fee, made payable to Miami-Dade County, shall be submitted at the time of application. Please refer to the enclosed fee schedule. The application fee is non-refundable, however, if the recipient of a biological assessment applies for a Class I or Class IV Permit and the assessment remains valid, a \$200 credit for single family application and a \$400 credit for multi-family application shall be given.

APPLYING FOR A CLASS I PERMIT

The following is a list of items necessary for DERM to process a request for a Class I permit. If you have any additional questions, please contact the Coastal Permitting Program at (305) 372-6575.

PERMIT APPLICATION FORM: The application form located at the back of this package should be completed, signed and notarized prior to its submittal and shall include all of the necessary information. If the applicant is a corporation, partnership or homeowners association, all documents must be signed by the corporate officer, director, or president as listed in the State of Florida Corporate records.

AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS AGREEMENT: The appropriate affidavit also located at the back of this package should be completed, signed and notarized prior to its submittal and shall include a property description and project description.

APPLICATION FEE: The applicable application fee, made payable to Miami-Dade County, shall be submitted at the time of application. Please refer to the enclosed fee schedule. Said fee is non-refundable. Please be advised, that biological assessments and continued processing of the Class I permit application may not be conducted unless the required application fee is submitted at the time the application is made.

PLANS AND SKETCHES: Construction plans, sketches and calculations for proposed work must be prepared by a registered engineer with the exception of fender pilings, mooring pilings, mooring buoys, davits, bridge fender systems and wave baffle systems, which may be prepared by a registered architect.

Plans and sketches shall include the following information:

1. The location of the mean high water line, mean low water line, the property lines of the upland owner and soundings made in the surrounding water area, corrected to mean low water datum.
2. Complete plan, elevation and section views of all existing and proposed structures in, on, over or upon tidal waters, coastal wetlands or mangrove areas.
3. Details of structural components such as precast members, structural connections, steel reinforcement, and expansion joints.
4. Shop drawings for prefabricated components, if available.
5. Complete description of all materials to be used.
6. Design loading and minimum preparation of piles.
7. Location control, including:
 - (a) Horizontal control referred to a section line, road, or permanent landmark, and including property lines and the mean high water line. Boat docking facilities should be located within the D-5 guidelines.
 - (b) Vertical control referred to National Geodetic Vertical Datum (NGVD) including elevations landward, soundings in water areas, and the mean high water line.

Please be advised that additional information may be required during the plan review process.

PERFORMANCE AND MITIGATION BOND(S): Performance or mitigation bond(s) may be required in order to ensure compliance with the permit conditions and to protect the interest of the public and of landowners in the vicinity of the work. The types of bonds that are acceptable include cash, surety, letter of credit and assignment of collateral bonds. The required bond may remain in force for at least six (6) months after the approved completion date of work. Paperwork for each type of bond, including IRS W-9 forms, may be required. The project manager assigned to the project will provide the paperwork for any required bonds.

ENGINEER CERTIFICATION LETTER: This letter shall be signed and sealed by the Engineer of Record for the proposed work. Please refer to the enclosed example for the correct language.

LETTER(S) OF CONSENT: If the proposed project at a single family residence is designed to exceed the boundaries of the D-5 triangle, a notarized letter(s) of consent from the adjoining riparian property owner(s) will need to be submitted. Please refer to the enclosed example for the correct language.

OWNER'S STATEMENT OF PROJECT: This letter shall be signed by the owner of the subject property. Please refer to the enclosed example for the correct language.

LIST OF ALL RIPARIAN OWNERS WITHIN 300 FEET: Peel-off/stick-on labels with the names and addresses of all riparian or wetland property owners within a three hundred (300) foot radius of the proposed work. Said information is available from the latest county tax rolls. Please refer to the enclosed sketch.

STRUCTURAL APPROVAL: In most cases, if the project is located within an incorporated area (city) of Miami-Dade County, structural approval will be performed by the subject municipality. If, however, the project is located within an unincorporated area of Miami-Dade County or if the city does not have a registered engineer who performs the structural reviews, the structural review will be performed by DERM's engineer in conjunction with the Miami-Dade County Building Department. If the Miami-Dade County Building Department determines that a separate building permit is required, the Class I permit may not be issued until the building permit is issued, as this constitutes the structural approval required by Code. Documentation of structural approval from the Miami-Dade County Building Department may be accepted.

ZONING APPROVAL: If the project is located within an incorporated area (city) of Miami-Dade County, zoning approval will be necessary from the subject municipality. If, however, the project is located within an unincorporated area of Miami-Dade County, zoning approval will be necessary from Miami-Dade County's Department of Planning, Development and Regulation. For projects located within an unincorporated area, a zoning processing fee of \$114 (payable to the Department of Planning and Zoning) should be included with the Class I Permit Application.

SUBMERGED LANDS APPROVAL: Most submerged lands beneath Biscayne Bay and its natural tributaries are owned by the State of Florida. Consent for the use of such lands is therefore necessary before performing any work or construction over them. DERM has been delegated the authority on behalf of the Florida Department of Environmental Protection (FDEP), through the Board of Trustees of the Internal Improvement Trust Fund, to grant consent for the use of these submerged lands if the project is consistent with certain standards.

In order for DERM to review your project for proprietary authorization, an additional copy of the following should be included with the Class I Permit Application:

1. 8½ x 11 Location Map
2. 8½ x 11 Project Drawing
3. Copy of Application

For information regarding this proprietary approval process, the applicant can contact FDEP at (561) 681-6600, or:

FDEP South Florida Field Office
Division of Environmental Resource Protection
P.O. Box 15425
West Palm Beach, Florida 33416

CLASS I FEES

<u>1. Construction Cost</u>	<u>Application Fee</u>	<u>Permitting Fee</u>
\$0 - \$2,499	\$200	\$165 Short Form \$300 Standard Form
\$2,500 - \$4,999	\$340	\$165 Short Form \$300 Standard Form
\$5,000 - \$9,999	\$375	\$300 Short Form \$445 Standard Form
\$10,000 - \$19,999	\$375 plus \$18 for each thousand dollars of construction cost above \$10,000	\$375 Short Form plus \$20 for each thousand dollars of construction cost over \$10,000 \$500 Standard Form plus \$20 for each thousand dollars of construction cost above \$10,000
\$20,000 - \$74,999	\$375 plus \$20 for each thousand dollars of construction cost above \$10,000	\$375 Short Form plus \$20 for each thousand dollars of construction cost above \$10,000 \$500 Standard Form plus \$20 for each thousand dollars of construction cost above \$10,000
\$75,000 - \$1,000,000	\$375 plus \$20 for each thousand dollars of construction cost above \$10,000	\$375 Short Form plus \$22 for each thousand dollars of construction cost above \$10,000 \$500 Standard Form plus \$22 for each thousand dollars of construction cost above \$10,000
Over \$1,000,000	\$23,000	\$23,000

Class I application and permit fees are doubled for after-the-fact Class I permits.

In the event that a short form application is forwarded to the County Commission for approval, an additional fee of \$175.00 shall be collected from the applicant.

2. Biological Assessment	
a) Single Family	\$345 (for each non-contiguous parcel)
b) Multi-family, commercial	\$690 (for each non-contiguous parcel)
c) Repeat assessment requiring field inspection	\$230
3. Establishment of a jurisdictional wetlands boundary	\$690 (added to the fees above)
4. Review of plans for exempt projects	
a) Replacement of seawall caps	\$60
b) Replacement of tie rods	\$60
c) Riprap placement inspection	\$135
5. Short Form Permit modification review*	10% of initial fee or \$100, whichever is greater
6. After-the-fact modification	20% of initial fee or \$200, whichever is greater
7. Permit extension review	\$135
8. Permit transfer review	\$135
9. Variance through the Environmental Quality Control Board	\$ 320 - \$ 1,150 (based on type requested)
10. Variance for prohibited fixed and floating structures	\$990
11. Repeat Assessment Requiring Field Inspection	\$230
12. Mangrove Trimming -	

<u>Size of Area to be Trimmed</u>	<u>Application Fee</u>	<u>Permit Fee</u>
Less than 1,000 square feet	\$195	\$195 Short Form \$320 Standard Form
1,000 - 4,999 square feet	\$460	\$460 Short Form \$585 Standard Form
5,000 - 9,999 square feet	\$1115	\$1115 Short Form \$1240 Standard Form
10,000 - 100,000 square feet	\$1115 plus \$195 for each additional 10,000 square feet	\$1115 Short Form plus \$195 for each additional 10,000 square feet \$1240 Standard Form plus \$195 for each additional 10,000 square feet
over 100,000 square feet	\$2,875	\$2,875 Short Form \$2,990 Standard Form

Certification of Professional Mangrove Trimmers by Miami-Dade County	\$265 biennially
Registration of Professional Mangrove Trimmers not Certified by Miami-Dade County	\$660 annually

* Modification of a Standard Form Project may require additional fees and will be assessed according to the Class I Permit fee schedule above.

Note: Fees may vary slightly if, prior to issuance, it is found that the estimated costs have costs of the project have changed from the estimate made when the permit application was submitted.

COASTAL PERMITTING CONTACTS

AVENTURA

For zoning approval, (305) 466-8940
JoAnne Carr
For Building approval, (305) 466-8937
Annette Sangster

BAL HARBOUR:

Dan Nieda, Building Official
655 - 95 Street
Bal Harbour, Florida 33154
(305) 865-7525

BAY HARBOR ISLANDS:

Skip Reed
9665 Bay Harbor Terrace
Bay Harbor Islands, Florida 33154
(305) 993-1786

CORAL GABLES:

Lina Hickman or Virginia Guizetta
P.O. Box 141549
Coral Gables, Florida 33114-1549
(305) 460-5235 or (305) 460-5000

GOLDEN BEACH:

Linda Epperson
1 Golden Beach Drive
Golden Beach, Florida 33160
(305) 932-0744 extension 222

INDIAN CREEK:

Mariano V. Fernandez, P.E, Building Official
Melissa Garciga, Assistant to Village Manager
50 Indian Creek Drive
Indian Creek Village, Florida 33154
(305) 865-4121

KEY BISCAYNE:

Joseph Garcell
85 West McIntyre Street
Key Biscayne, Florida 33149
(305) 365-5511

MIAMI:

Manny Vega
Department of Public Works
444 S.W. 2 Avenue 8th Floor
Miami, Florida 33130
(305) 416-1213

For zoning approval: Call (305) 416-1189

MIAMI BEACH:

For Building Approval, Call (305) 673-7610
For Zoning Approval, Call (305) 673-7550
City Hall
1700 Convention Center Drive
Miami Beach, Florida 33139

MIAMI SHORES:

Curtis Craig
10050 N.E. 2 Avenue
Miami Shores, Florida 33138
(305) 795-2204

NORTH BAY VILLAGE:

Carlos Lanza
7903 East Drive
North Bay Village, Florida 33141
(305) 865-0506

NORTH MIAMI:

John Jackson - Structural
Joanne Martin - Zoning
776 N.E. 125 Street
North Miami, Florida 33161
(305) 893-6511 extension 2172

NORTH MIAMI BEACH:

Dale Lee - Structural (305) 948-2965
Christopher Heid - Zoning (305) 948-2901
17011 N.E. 19 Avenue
North Miami Beach, Florida 33162

SURFSIDE:

Mariano Rivera
9293 Harding Avenue
Surfside, Florida 33154
(305) 861-4863

U.S. ARMY CORPS OF ENGINEERS:

Penny Cutt
Palm Beach Gardens Regulatory Office
4400 PGA Boulevard, Suite 500
Palm Beach Gardens, FL 33410
(561) 472-3505

FL DEPT OF ENVIRONMENTAL PROTECTION

Jayne Bergstrom
Southeast District Office
400 N Congress Avenue
West Palm Beach, Florida 33401
(561) 681-6600

SOUTH FL WATER MANAGEMENT DISTRICT

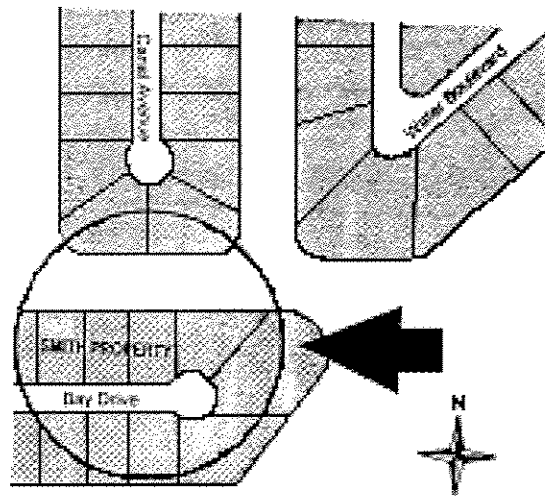
Robert Robbins or Ron Peekstok
3301 Gun Club Road
West Palm Beach, Florida 33416
1-800-432-2045

SUNNY ISLES BEACH

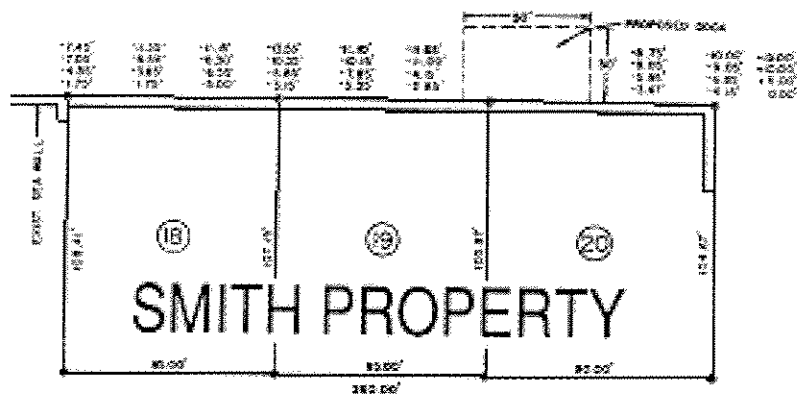
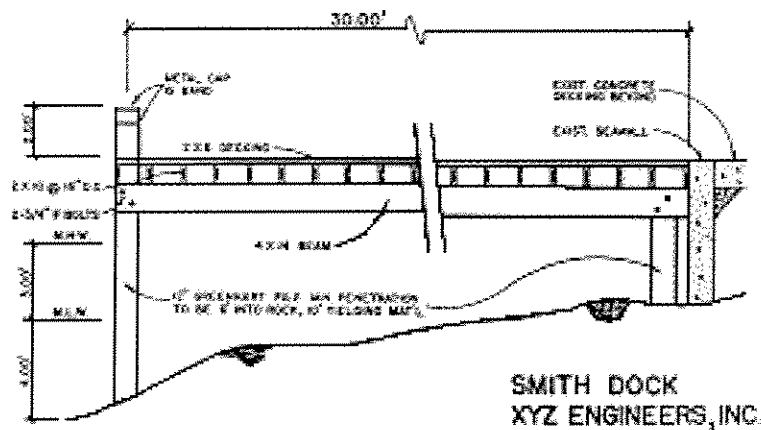
Jaime Mitriani, Building Official
17070 Collins Avenue, Suite 268
Sunny Isles Beach, Florida 33160
(305) 947-2150

PLANS AND SKETCHES

SAMPLE PROPERTY OWNERS SKETCH



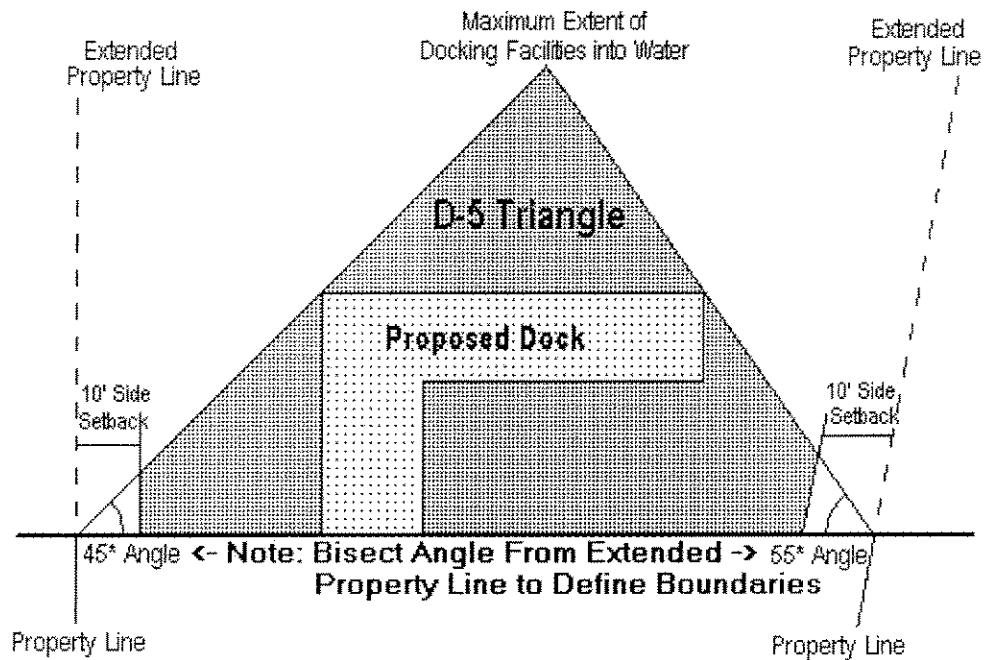
SAMPLE SKETCH OF PROPOSED PROJECT



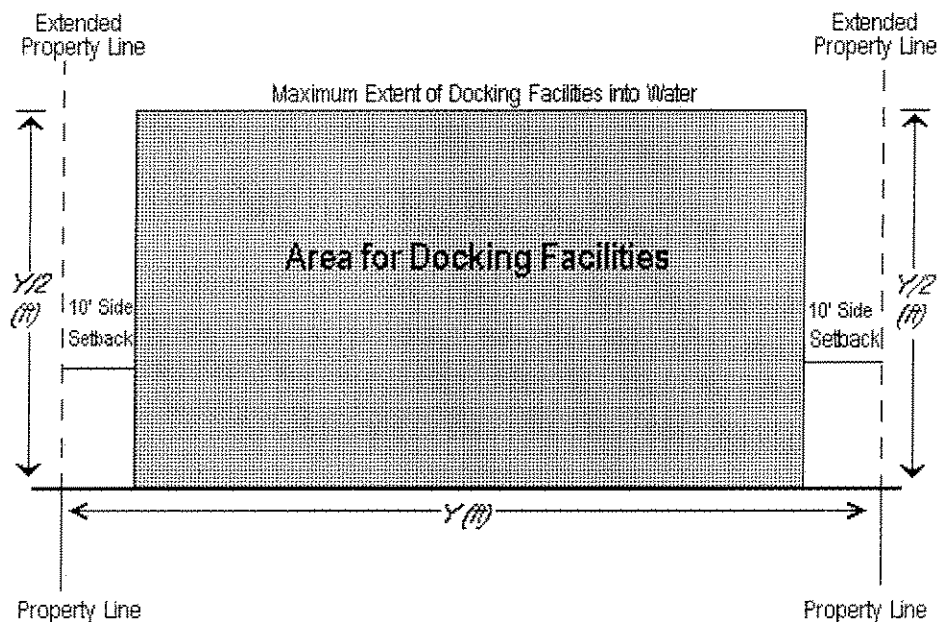
IN-WATER BOUNDARIES

Note: Please design project within boundaries as indicated if possible

GUIDELINES FOR SINGLE FAMILY RESIDENTIAL PROPERTY



GUIDELINES FOR MULTI-FAMILY OR COMMERCIAL PROPERTY



PERMIT APPLICANT/ AUTHORIZED AGENT STATEMENT

Note: Please insert applicable information

Date: _____, 200__

To:

Miami Dade County DERM
Coastal Permitting Program
33 S.W. 2 Avenue, Suite 400
Miami, Florida 33130-1540

Re: Class I Standard Form Permit Application Number _____,

(insert description of proposed work)

By the attached Class I Standard Form permit application with supporting documents, I,

(insert name), am the permit applicant / applicant's authorized agent
(circle one) and hereby request permission to perform the following: _____
(describe proposed
work). I understand that a Miami-Dade County Class I Standard Form Permit is
required to perform this work.

If approval is granted for the proposed work by the Board of County Commissioners,
complete and detailed plans and calculations of the proposed work shall be prepared by
an engineer registered in the State of Florida in accordance with the minimum
requirements of Chapter 24 of the Code of Miami-Dade County, Florida. Said plans and
calculations shall be subject to the review and approval of the Department of
Environmental Resources Management. The permit applicant will secure the services of
an engineer registered in the State of Florida to conduct inspections throughout the
construction period, and said engineer shall prepare all required drawings of record.

Respectfully submitted,

(Permit Applicant's name), Permit Applicant

or

(Authorized Agent's name), Authorized Agent

ENGINEER LETTER OF CERTIFICATION

Note: Please insert applicable information

[LETTERHEAD FOR ENGINEERING FIRM]

[Date]

Miami-Dade County DERM
Coastal Permitting Program
33 S.W. 2nd Avenue, Suite 400
Miami, Florida 33130-1540

RE: Class I Standard Form Permit Application Number _____
_____ (Insert description of proposed work)

Ladies and Gentlemen:

This letter will certify that I am an engineer registered in the State of Florida, qualified by education and experience in the area of construction, and that to the best of my knowledge and belief, the proposed work does not violate any laws of the State of Florida or any provision of the Code of Miami Dade County which may be applicable, that diligence and recognized standard practices of the engineering profession have been exercised in the engineer's design process for the proposed work, and in my opinion based upon my knowledge and belief, the following will not occur:

- a. Harmful obstruction or undesirable alteration of the natural flow of the water within the area of the proposed work.
- b. Harmful or increased erosion, shoaling of channels or stagnant areas of water.
- c. Material injury to adjacent property.

Further, I have been retained by the applicant to provide inspections throughout the construction period and shall prepare a set of reproducible record prints of drawings showing changes made during the construction process based upon the marked-up prints, drawings, and other data furnished by the contractor to me.

Sincerely,

[SIGNATURE]

[Print Name, P.E.]

[P.E. # _____]

LETTER OF CONSENT

Note: Please insert applicable information

Date: _____

Miami-Dade County DERM
Class I Coastal Permitting Program
33 S.W. 2nd Avenue, Suite 400
Miami, Florida 33130-1540

Re: Letter of Consent for Miami-Dade County DERM Class I Permit Application Number
_____, (insert Class I Permit application number), for work proposed at

(insert address of proposed work)

Ladies and Gentlemen:

I, _____ (insert name), am the owner of the property located at

(insert address of adjoining riparian property)

which is an adjoining riparian property to the above-referenced property. I have reviewed the plans entitled _____

(insert title of plans)

prepared by _____ dated _____, and preliminarily approved by DERM on _____ for the above-referenced project. Pursuant to Section 24-48.3(1)(j)(iii) of the Code of Miami-Dade County, Florida, I hereby consent to the above-referenced project.

Sincerely,

Adjoining Riparian Property Owner

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20_____,

BY _____

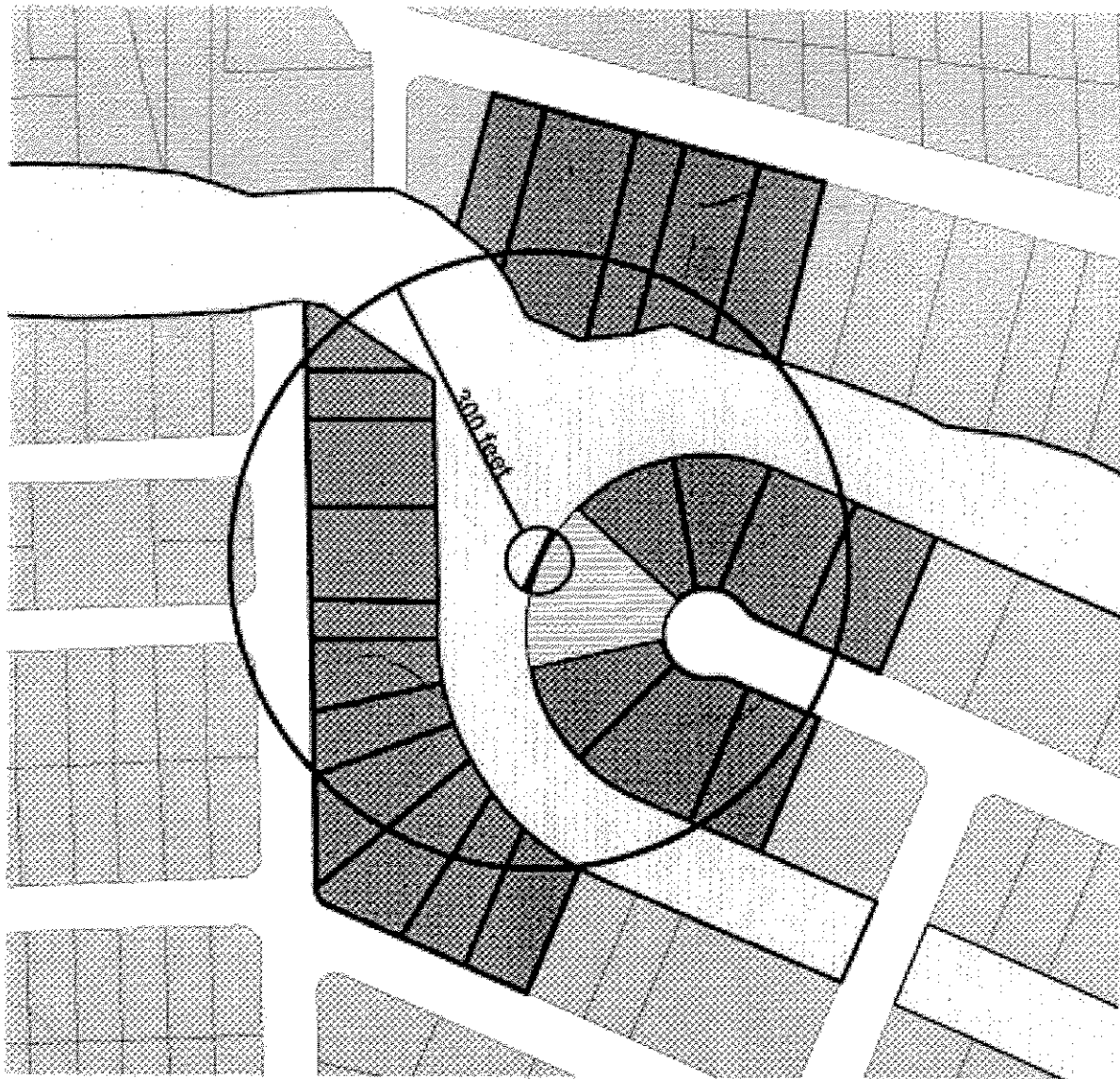
☐ PERSONALLY KNOWN

☐ PRODUCED IDENTIFICATION (PLEASE CHECK ONE)

TYPE OF ID PRODUCED _____

NOTARY PUBLIC

RIPARIAN OWNERS LIST SKETCH



CLASS I PERMIT PROCESS SUMMARY

Jurisdictional Area: All tidal waters and coastal wetlands
of Miami-Dade County

Types of Projects :

- ❖ Docks and Appurtenant Structures
- ❖ Marinas
- ❖ Bulkheads
- ❖ Riprap
- ❖ Dredging
- ❖ Filling
- ❖ Mangrove Trimming

Application Procedure:

- ✓ Completed Application Form & Fee
- ✓ Construction Plans
- ✓ Affidavit of Ownership
- ✓ Zoning Approval
- ✓ Approval from Submerged Lands Owner



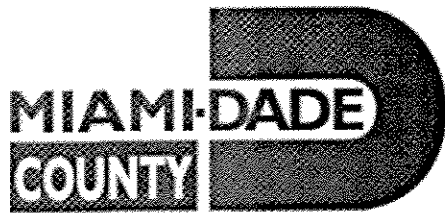
<u>Standard Form Application</u>	<u>Short Form Application</u>
✓ P.E. Certification Letter	✓* Biological Assessment
✓ Sketch of Proposed Work	✓** Structural Review
✓ Letter From Owner Regarding Plans	✓ Performance and/or
✓ Riparian Owners within 300 Feet	Mitigation Bond
✓* Biological Assessment	Approved Mitigation (if applicable)
Approved Mitigation Plan	✓ Permit Fee
✓** Structural Review	
✓* Public Hearing by County Commission	
✓ Performance and/or Mitigation Bond	
✓ Permit Fee	

* To Be Conducted By DERM

** To Be Conducted By DERM or Local Municipality

Process Time: Short Form - 3 to 5 Weeks
Standard Form - 10 Weeks to over 1 Year

Related Permits: United States Army Corps of Engineers (USACOE)
Florida Department of Environmental Protection (FDEP)
South Florida Water Management District (SFWMD)
Local Municipality



Class I Permit Application

1. Application number

2. Date Day/Month/Year

3. For official use only

4. Applicant Information:

Name: _____

Address: _____

Zip Code: _____

Phone #: _____ Fax #: _____

5. Applicant's authorized permit agent

Name: _____

Address: _____

Zip Code: _____

Phone #: _____ Fax #: _____

6. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any, to be erected on fills, or pipe or float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance.

Dredged/Excavated

Filled/Deposited

Volume of Material: _____ CY _____ CY _____ CY _____
Waterward of O.H.W. or M.H.W. Landward of O.H.W. or M.H.W. Waterward of O.H.W. or M.H.W. Landward of O.H.W. or M.H.W.

7. Proposed Use: (Check One)

- ☐ Private
☐ Public
☐ Commercial
☐ Other

8. Names and addresses of adjoining property owners whose property also adjoins the waterway.

Name: _____

Address: _____

Zip Code: _____

Name: _____

Address: _____

Zip Code: _____

9. Location where proposed activity exists or will occur.

Street Address: _____

Latitude _____ Longitude _____

Section _____ Township _____ Range _____

State _____ County _____ In City or Town _____ Near City Or Town _____

10. Name of waterway at location of the activity.

11. Date activity is proposed to:

Commence _____ Be completed _____

12. Is any portion of this activity for which authorization is sought now complete?

☐ Yes

☐ No

If answer is "yes", give reasons in the remarks section. Indicate the existing work on the drawings.

Month and Year the activity was completed _____

13. List all approvals or certifications required by other Federal, state or local agencies for any structures, construction, discharges, deposits or other activities described in this application, including whether the project is a Development of Regional Impacts.

Issuing Agency	Type of Approval	Identification Number	Date of Application	Date of Approval
----------------	------------------	-----------------------	---------------------	------------------

14. Has any other agency denied approval for any activity directly related to the activity described herein?

☐ Yes

☐ No

15. Remarks

16. Estimated project cost =

17. Contractor's name and address

Name: _____ License #: _____

Address: _____

_____ Zip Code: _____

Phone #: _____ Fax #: _____

19. To obtain proprietary authorization for work on state-owned submerged lands, please include an additional copy of the following:

☐ 8½ x 11 Location Map

☐ 8½ x 11 Project Drawing

☐ Copy of Application

18. Application is hereby made for a permit or permit(s) to authorize the activities described herein. I agree to provide any additional information/data that may be necessary to provide reasonable assurance or evidence to show that the proposed project will comply with the applicable State Water Quality Standards or other environmental protection standards both during construction and after the project is completed. I also agree to provide entry to the project site for inspectors from the environmental protection agencies for the purpose of making the preliminary analyses of the site and monitoring permitted works, if permit is granted. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Signature of owner _____

Date _____

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20_____, BY _____.

☐ PERSONALLY KNOWN

☐ PRODUCED IDENTIFICATION (PLEASE CHECK ONE)

TYPE OF ID PRODUCED _____ NOTARY PUBLIC

Affidavit of Ownership and Hold Harmless Agreement

Personally Appeared Before Me, _____, that
(Property owner, lessee or Corporate Officer if owner is a corporation)

undersigned authority, and hereby swears and affirms under oath as follows:

1. That your affiant is the record owner or lessee of that certain property* more fully described as:

* may attach legal description from public records or plat book or a copy of the warranty deed

2. That your affiant is also the riparian and/or littoral owner or lessee of that certain property that is the subject matter of Application No. _____ for a Class I permit under and pursuant to Section 24-48 of the Code of Miami-Dade County to construct or engage in the following activity:

3. That your affiant hereby swears and affirms its ownership or leasehold in the above noted property necessary for the work noted in Paragraph 2 above, and hereby agrees to: defend same and hold the County harmless from any and all liability, claims and damages of any nature whatsoever occurring, including or arising as a result of your affiant not having the proper title to all lands or proper leasehold to all lands that are the subject matter of this application.

STATE OF FLORIDA
COUNTY OF DADE

Owner/Applicant

BEFORE ME, the undersigned authority, personally appeared _____, who, after being duly sworn, deposes and says that he/she has read the foregoing, and that the statements contained therein are true and correct to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ of _____, _____
(day) (month) (year)

Notary Signature _____

Notary Seal _____